

## **IS GIS COORDINATOR**

### **DEFINITION OF WORK**

Under general supervision, the primary focus on this position is at an enterprise level. The scope of this position reaches all county departments as well as other government agencies. Duties include installing and maintaining the GIS software and associated licenses for all ESRI county clients; creating and maintaining data response layers for EMS; training users of GIS; maintaining the county GIS website including loading data and keeping the services running; maintaining the Tax SDE geo-database layers in respect to adding\deleting user connection to the files; and researching new GIS related programs and making recommendation toward their purchase. Position is responsible for maintaining the city limit line layer, Tax Fire District layer, as well as supporting Economic Development by creating maps for their database of Industrial Sites and Buildings and performing spatial analysis or generating reports. The position occasionally works with the public by generating custom map products and or reports; and responds to all GIS related helpdesks. Work may include related duties as required.

### **EXAMPLES OF WORK**

Supports EMS, Tax Administration, Public Utilities, Economic Development, and part of the Planning & Inspections Departments in software upgrades or updates, trains staff and performs spatial analysis to create maps or reports. Maintains software license inventory and maintenance agreements; administers two server database files, connects users, adding data etc. and updates website data; maintains and updates the County Fire Districts for Tax Administration; updates and maintains City limit line; maintains and updates GIS EMS Response zones for CAD system; and researches GIS software and related vendors or consultants, set up demos and coordinate purchases.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from a four-year college or university with a degree in Geography, GIS or Planning and one and one-half (1½) years of experience with Microsoft's SQL Server and ArcSDE; or an Associate's degree in Geography, GIS or Planning and three and one-half (3½) years of experience with Microsoft's SQL Server and ArcSDE; or an equivalent combination of education and experience.

#### **Knowledge, Skills, and Abilities:**

Knowledge in the use of GIS, database software and applications; phases of analysis, database design, and computer operations; GIS software, hardware and database installation best practices, policies and procedures; and county ordinances and state and federal laws, rules and regulations related to system installation and maintenance. Ability to determine department and county-wide GIS information system needs; organize work and prioritize tasks; write clear and concise reports; ability to communicate ideas effectively, both orally and in writing; establish and maintain effective working relationships with County officials and associates; and present the results of work in oral written and graphic form.

### **SPECIAL REQUIREMENTS**

Expert knowledge of ESRI products. Must have a working knowledge of SDE and SQL. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Work requires the ability to perform coordinated movements involving placing and turning motions. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communication ability. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert light physical effort in light to medium work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to medium weight (10-20 pounds).